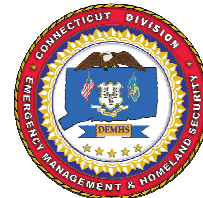




STATE OF CONNECTICUT
DEPT. OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



INSTRUCTIONS FOR HMGP APPLICATIONS

A copy of the application package for the Hazard Mitigation Grant Program (HMGP) for Disaster #4023 (Tropical Storm Irene) may be downloaded at www.ct.gov/demhs. This application has been updated and now contains descriptions of the items requested in the application. This application can also be used for projects or planning applications submitted under Disaster #1958 (Severe Winter Storm – January 12, 2011).

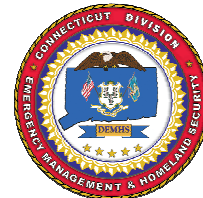
Tropical Storm Irene was the largest HMGP Disaster Declaration in Connecticut since the creation of the HMGP in 1988. In consideration of the large number of potential applications the Department of Emergency Services and Public Protection (DESPP) in cooperation with the Federal Emergency Management Agency (FEMA) will be conducting a series of Application Assistance Workshops to help homeowners, businesses and municipalities complete their HMGP applications. Workshops will be scheduled during the last week of October and the first two weeks of November to provide assistance to applicants in filling out the applications and gathering the required data for the applications. Homeowners and businesses are being asked to gather the information for their applications which are then officially submitted to DESPP by each municipality.

The Application Assistance Workshops will also provide an opportunity for applicants to receive a preliminary Benefit to Cost Analysis (BCA) of their proposed projects. The application process for the HMGP is very comprehensive and time consuming. The HMGP is a competitive grant (all applicants will compete for funding) and the preliminary BCA can provide homeowners, businesses and municipalities with information on the relative strength (i.e. competitiveness) of their application in order to determine if they should move forward with a full application. In order to run a preliminary BCA the following information will be needed from each applicant at the Application Assistance Workshops:

1. Cost Estimate for the Proposed Project (e.g. Home Elevation, Home Acquisition, Culvert Replacement Etc.)
2. Amount of Flood Damage suffered by the Home, Business or Municipal Facility during the past 10 years (including Irene and T.S. Lee if Available).
3. An elevation certificate (or at least the elevation of the first floor as defined in a flood insurance policy) for the building to be mitigated.
4. The flood elevations (10-year, 50-year, 100-year, 500-year) for the location of the mitigation project. This information should be available from your municipal officials.
5. Tax Assessors Card for the property to be mitigated. This information should be available from your municipal officials
6. For property acquisition (e.g. Home buyouts) a pre-event Fair Market Value should be provided by the property owner. Instructions for conducting a pre-event Fair Market Appraisal are provided at the bottom of this email.



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Using this basic information staff from DESPP and FEMA will run a preliminary Benefit to Cost Analysis on each project and provide the results to the applicants at the workshops. Applicants may use the results of the BCA to determine if they will move forward and prepare a full application.

DEADLINES:

Each town that intends to submit an HMGP application for Disaster #4023 must submit a letter of intent (via email or regular mail) by 11:59 PM on November 10th, 2011. If a town already submitted a letter of intent for Disaster #1958 earlier this year then they have already met this deadline.

All applications for both disaster #1958 and disaster #4023 are due at midnight on December 31, 2011. Applications must be received by email by 11:59 PM on December 31, 2011 and an original signed application must follow in the mail by January 6th, 2012.

For assistance on filling out the applications, please attend a workshop in your area. **Please only attend the workshop announced for your area.** All workshops will be announced 10 days in advance via an email to all homeowners, businesses and municipalities which attended the HMGP kickoff meetings in September and October. Any person can request that their email be added to a workshop announcement list in their area by sending a request to douglas.glowacki@ct.gov.

The workshop schedules and this application package will also be posted on our website at www.ct.gov/demhs.

Sincerely,

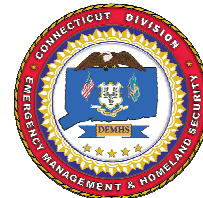
Douglas W. Glowacki
Emergency Management Program Specialist
Department of Emergency Services and Public Protection

Pre-Event Fair Market Appraisals

For those homeowners, businesses or municipalities considering a grant to purchase their properties under the Hazard Mitigation Grant Program (HMGP) the following information is provided to assist your real estate agent and/or property appraiser in determining the Pre-Event Fair Market Value for your property:



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Appraisals must be conducted by an appraiser in accordance with the Uniform Standards of Professional Appraisal Practice. The appraiser must comply with relevant State laws and requirements, and shall have the appropriate certification, qualifications, and competencies based on the type of property being appraised. The subgrantee must coordinate with the Grantee to determine the assumptions that will be used in the appraisal (i.e., current or pre-event market value). These assumptions must be applied consistently throughout the project area for all properties to be acquired.

The assumption that shall be used for all properties for this application will be that any flood damage or re-inundation caused by T.S. Irene and/or T.S. Lee, that has not yet been repaired, shall be disregarded and the pre-event condition of the building (e.g. home, business or municipal building) shall be the basis for the appraisal. This assumption applies to the building only, not the land.

When determining value for a large number of structures, the sub-grantee (municipality) may at its discretion choose to perform appraisals to establish a statistical sampling of property values, and develop an adjustment factor to apply to tax-assessed values so that they reasonably reflect each property's market value.

If a property is awarded a grant under the HMGP the cost of the appraisal and any necessary surveys can be reimbursed by the grant at a rate of 75% Federal, 25% Local. If a property is not awarded for a grant then the applicant cannot be reimbursed for the cost of the appraisal or survey.